

Career Preparation

Definition

Career Preparation assists a HASCI Waiver participant to prepare for paid or unpaid employment by exposure to various careers and teaching such concepts as compliance, attendance, task completion, problem solving, safety, self-determination, and self-advocacy.

The service focuses on general employment-related knowledge, skills, and behavior, but not on specific job tasks.

Career Preparation is provided in or originates from a licensed facility. It is normally provided four (4) or more hours per day on a regularly scheduled basis, for one (1) or more days per week.

Transportation may be provided between the individual's place of residence and the site of Career Preparation, or between Career Preparation service sites. The cost of transportation is included in the rate paid to provider.

Service Unit

Career Preparation one unit equals one half (1/2) day (2-3 hours)

Refer to the current HASCI Waiver rate table for reimbursement amounts. *This can be accessed via the SCDDSN Application Portal >R2D2 >View Reports >Waiver >Service Rates >HASCI.*

Service Limit / Restrictions

Career Preparation cannot exceed 500 units per year.

Providers

Career Preparation must be provided by SCDDSN-contracted provider of Day Services that operates a facility or program licensed by SCDDSN or its contracted QIO.

The provider's current policies and procedures for admission and enrollment must be followed.

Arranging and Authorizing the Service

If a HASCI Waiver participant requests Career Preparation, his or her Support Plan must document his or her need for employment-related knowledge, skills, and behavior.

Choice must be offered among available providers able to admit the participant. It must be clearly documented in Service Notes that choice (if available) was offered and the provider selected (or accepted) by the participant.

After need for Career Preparation has been documented and a provider identified, the participant's Support Plan must be updated to clearly reflect the name of the service and payer, the amount, frequency, and duration of the service, and the provider type. Budget information for the service must then be entered into the Waiver Tracking system (WTS) and the service must be entered into the Service Tracking System (STS).

To initiate the service following WTS processing, the provider must be authorized using the *Authorization for Career Preparation* (HASCI Form 12-CP). *This can be accessed via the SCDDSN Application Portal >Business Tools >Forms >HASCI Waiver.* A copy must be maintained in the participant's file.

Billing

Career Preparation must be Board-billed to the participant's SCDDSN Financial Manager agency. This is indicated on the *Authorization for Career Preparation* (HASCI Form 12-CP); no prior authorization number is required.

The Financial Manager agency must follow *Procedures to Report and Bill for Board-Based Services Provided to HASCI Waiver Recipients* to receive reimbursement from SCDDSN. *This can be accessed via the SCDDSN Application Portal >Business Tools >Forms >Finance Manual Chapter 10, Section 10-14.*

Monitorship

The Service Coordinator must monitor provision of each HASCI Waiver service received by a participant to:

- verify the service is being provided as authorized and consistent with the service definition,
- assure the usefulness and effectiveness of the service,
- determine the participant's and/or representative's satisfaction with the service and service provider(s), and
- confirm health status and safety of the participant.

Monitorship includes:

- Contact with the participant and/or representative within two (2) weeks after beginning the service or beginning with a new provider of the service,
- Contact with the participant and/or representative at least bi-monthly (every other month),
- Contact with service providers as necessary to confirm health status and safety of the participant and appropriate provision of authorized services,
- Face-to-face visit with the participant at least every six (6) months (180 days), and
- Review of the participant's Support Plan as often as needed, but at least every six (6) months (180 days).

Monitoring contacts, face-to-face visits, and review of the participant's Support Plan must be documented in Service Notes.

Information obtained during monitoring may lead to changes in authorized HASCI Waiver services, such as increased or reduced units, change of provider, or change to a more appropriate service.

Service Denial, Reduction, Suspension, and Termination

If a HASCI Waiver participant is denied a service that was requested or denied an increase in units of a service already authorized, the Service Coordinator must provide written notification to the participant or legal guardian, including reason for denial. Information concerning SCDDSN Reconsideration and SCDHHS Appeal must also be provided.

If a participant's authorized units of a HASCI Waiver service must be reduced, temporarily suspended, or indefinitely terminated, the Service Coordinator must provide written notification to the participant or legal guardian, including reason for the action. Information concerning SCDDSN Reconsideration and SCDHHS Appeal must also be provided.

Except when the action was requested by the participant or legal guardian or if the action is due to the participant's death, admission to a hospital or nursing facility, or loss of Medicaid and/or HASCI Waiver eligibility, there must be at least 10 calendar days between the date of notification and effective date of the action.

Written notification to the participant or legal guardian is made using the following forms, which are also used to notify each affected service provider of the action:

- *Notice of Denial of Service* (HASCI Form 11C)
- *Notice of Reduction of Service* (HASCI Form 11A)
- *Notice of Suspension of Service* (HASCI Form 11B)
- *Notice of Termination of Service* (HASCI Form 11)

These can be accessed via the SCDDSN Application Portal>Business Tools>Forms>HASCI Waiver.

When the action becomes effective, the participant's Support Plan must be updated and budget information in the Waiver Tracking System (WTS) must be adjusted accordingly. For service reduction or termination, excess or unused units must be deleted from the budget. Service information in the Service Tracking System (STS) must be updated as necessary.